



PRIVATE PROPERTY PARKING ENFORCEMENT BY CITY BY-LAW ENFORCEMENT STAFF

The City of Brantford provides enforcement on private property by authorized City Parking By-Law Enforcement Officers.

This authorization permits City of Brantford Parking By-Law Enforcement Officers to enter your property:

- only when notified by the Property Owner/Manager; or
- at the discretion of the Parking Enforcement Office.

The “*Guidelines and Requirements*” for this parking enforcement option are attached.

Should you choose this parking enforcement option for enforcement on private property, complete the application form attached and either mail or deliver to:

The Market Centre Parkade
59 Icomm Drive
Brantford, ON N3S 7N5

If you have questions regarding this procedure, please contact the Parking Enforcement Office at 519-753-2311.



**APPLICATION FOR PARKING ENFORCEMENT ON PRIVATE PROPERTY
BY AUTHORIZED CITY BY-LAW ENFORCEMENT OFFICERS**

I, _____
Name (print) Position (print)

of _____
Municipal Address (print) Type of Property
(Commercial, Shopping Mall, Condo, Townhome Complex, School, Medical, etc.)

Hereby file my **BLANKET AUTHORIZATION** with the City of Brantford that allows Parking Enforcement Officers to enter the above location to enforce under the City of Brantford Parking By-law for **parking offences that occur on private property.**

My Enforcement Requirements are:

Time(s) of day and day(s) of the week that enforcement is required:

This Authorization permits City of Brantford Parking By-law Enforcement Officers to enter the above property:

- Only when notified by the Property Owner/Manager
- At the discretion of the Parking Enforcement Office

The Parking Enforcement Office will attempt to respond to all requests for parking enforcement at times when an Enforcement Officer is on duty. However, due to limited resources, the Parking Enforcement Office cannot ensure that an Officer will provide enforcement within a specified time period.

(Signature of Applicant) (Date)

PLEASE PRINT

Owner/Company Name: _____

Mailing Address: _____ **Brantford, ON** _____ **(PC)**

Business Phone: _____ **Cell Phone:** _____

E-Mail: _____

CITY OF BRANTFORD APPROVAL– OFFICE USE ONLY

Supervisor of Parking Services or Manager of Transportation & Parking Services (Date)

GUIDELINES & REQUIREMENTS

PARKING SIGNAGE PLAN

1. This MANDATORY sign is required to enforce:

- Must be posted at every entrance to the property
- Sign dimensions are 45cm x 60cm
- Sign colour must be white lettering on green background



2. ADDITIONAL signs are required to enforce:

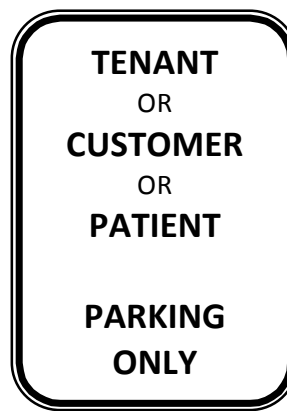
Public Parking

- Customer spaces availability
- Staff parking in customer spaces
- Parked without displaying a permit
- Payment Machine on property

Tenant / Visitor Parking

- Tenants parking in visitor spaces
- Visitors parking in tenant spaces
- Parked without displaying a valid permit
- Un-plated vehicles on property

- SAMPLE signs for Enforcement
 - Signs are mandatory for the specific parking use
 - Must be posted in designated parking lot spaces
 - The sign dimensions for **all** internal parking control signs shall be 30cm x 45cm



PLEASE NOTE: Enforcement of accessible parking spaces and fire routes can only occur if the accessible parking spaces and the fire route have been by-lawed and included in the City's Parking By-law.



GUIDELINES & REQUIREMENTS

Authorization of Parking Signage

1. **PRIOR to Manufacturing the Signs**, contact the parking Administrative Office for information that meets your needs:

Parking Administrative Office

- 519-753-2311

City Hall

- 519-759-1350

2. **SAMPLE SIGNS/PERMIT** – Before having parking control signs made, forward sign wording to Parking Services for approval. Also, permits issued for parking (if applicable) need to be reviewed.

Parking Administrative Staff will contact you to advise if the sign designs are approved.

3. **FINAL APPROVAL OF POSTED SIGNS**

- a) **Order Signs**

- **Local Businesses – refer to Yellow Pages**

- b) **Sign Installation**

Private Parking Sign – is MANDATORY and must be:

- Installed at each entrance to the property
- Attached to post, wall, or fence
- Posted so that the bottom of the sign is 2m (about 6') high from the grade level
- Angled so to face the direction of traffic entering the property.

Additional Signs – are MANDATORY and must be:

- Installed in the **interior lot** to designate specific spaces
- Single sign per space **or** bookend signs with arrows for many spaces
- Attached to post, wall, or fence
- Installed so that the signs are a consistent height above the grade level
- Installed to face the driver direction of traffic entering the property.

- c) **Fire Route & Accessible Signs and Spaces**

- These signs **must be compliant** PRIOR to approval for private property enforcement.

4. **FINAL INSPECTION**

Parking Administrative Staff will conduct a final inspection of your property and notify you of the enforcement start date and/or changes.



GUIDELINES & REQUIREMENTS

Enforcement Procedure

1. Enforcement Contact Information (24-hours):

- 519-753-2311 – Parking Services.....8:00 am- 10:30pm Monday-Friday
- 519-756-7050 – Brantford Police Services..... during after-hours.

2. Tagging Vehicles Parked Illegally (Two types of parking authorization)

a) i) Delegated Authorization to Provide Parking Enforcement

- Only when notified by the property owner/manager
 - Meet the Parking Officer at the location
 - Point out illegally parked vehicles
 - State the reason for enforcement

OR

ii) Blanket Authorization to Provide Parking Enforcement

- At the discretion of the Parking Enforcement Officer

b) Request to cancel tickets AFTER the officer leaves the property

- The City will NOT cancel the ticket
- The Property Manager or Agent who requested enforcement is responsible for the tickets
- If the ticket is not voluntarily paid within the noted 15 day period, a Notice will automatically be mailed to the registered owner of the vehicle.

3. Attend Hearing Meetings

- If required, the Property Manager is to attend the Provincial Offences Court Hearing at 102 Wellington Street to provide evidence for this property.

Cease Enforcement on Private Property

4. Enforcement on the Property Will Automatically Cease for:

- Any sign deficiencies for these offences:
 - 1.Private Property
 - 2.Fire Route
 - 3.Accessible Spaces
- Any changes to the authorized persons names without updating the existing application
- Any problems with the parking machines operation (if applicable).

Renewal Document Procedure

5. Enforcement on the Property Will Automatically Cease after 2 years.

- You may renew your application for parking enforcement by contacting the Parking Enforcement Office at 519-753-2311.
- Application renewal is required to keep your enforcement requirements current.
- There is no charge for the application renewal.

The City reserves the right to refuse or cease enforcement on any property at any time